
Request for Proposal/Qualifications

(Please send by certified mail to at least five (5) firms, two (2) of which are state certified MBE's.)

SAMPLE

(Please read thoroughly and edit text appropriately.)

TO:

FROM:

PROJECT:

NAME:

Your firm is invited to submit your Statement of Qualifications to become eligible for a possible interview for professional services related to the development of a utility master plan for the Town of Americana.

Attached to this memo are the following:

- 1) Requirements for Statement of Qualifications
- 2) Preliminary Scope of Work
- 3) Schedule of Activities
- 4) Evaluation Criteria

All responses will be reviewed for selection of firms to be interviewed.

Your Statement of Qualifications with six (6) copies should be forwarded to the following address _____to be received no later than _____ AM/PM on _____, 20____.

Sincerely,

Chief Elected Official

Enclosure

Requirements for Statement of Qualifications

PROJECT OWNER:

PROJECT:

Your Statement of Qualifications should include the following information:

- 1) Name, address and brief description of firm.
- 2) Resumes of key personnel to be assigned to this project.
- 3) A one page narrative as to firm's interest, particular abilities and qualifications related to this project.
- 4) Describe other projects designed by this firm and key personnel pertinent to this project. Include reference contact information.
- 5) Provide examples of knowledge, expertise and/or experience with other related work.
- 6) Firm's proximity to the work area.
- 7) Additional information as required by the owner.

Preliminary Scope of Services

A narrative overview of this project reveals that the firm selected will be involved in the following activities on behalf of the owner:

WATER

- I. Project Planning Area Characteristics
 - 1. Location and Background Information
 - 2. General Characteristics of the Planning Area
 - 3. Environmental Resources
 - 4. Hydrology and Groundwater Resources
 - 5. Land Use, Population Trends and Projections

- II. Existing Waterworks Facilities/Specific Problems
 - 1. Water Treatment Area (if applicable)
 - 2. Water Distribution System
 - 3. Source of Supply
 - 4. Water Storage
 - 5. Hydraulic Analysis
 - 6. Compliance with Safe Drinking Water Act (SDWA)
 - 7. Water Pumpage
 - 8. Distribution of Users
 - 9. Water Loss
 - 10. Projected Future Water Demands
 - 11. Fire Protection Considerations
 - 12. Current Utility Financial Status

- III. Need for Project
 - 1. Description
 - 2. Design Criteria
 - 3. Layout Map
 - 4. Environmental Impacts
 - 5. Land Requirements
 - 6. Construction Problems
 - 7. Cost Estimates
 - 1. Construction
 - 2. Non-Construction
 - 3. Annual Operation and Maintenance
 - 4. Present Work
 - 8. Advantages/Disadvantages
 - 1. Short Term
 - 2. Long Term

- IV. Proposed Recommended Alternatives (Short and Long Term)

1. Project Preliminary Design
2. Cost Estimate
3. Annual Operating Budget

V. Funding Options

1. Indiana Office of Community and Rural Affairs
2. Rural Development

VI. Preliminary Rate Derivation

1. Residential Customers

VII. Conclusions and Recommendations

1. Project Implementation Schedule

WASTEWATER

I. Project Planning Area

1. General Characteristics
2. Location Maps
3. Environmental Resources
4. Growth Areas and Population Trends

II. Existing Facilities / Specific Problems

1. Location Map
2. History
3. Present Conditions
4. Adequacy of Current Facilities

III. Need for Project

1. Health and Safety
2. Regulatory Concerns
3. Growth and Future Needs During Planning Period

IV. Alternatives Considered

1. Description
2. Preliminary Design Criteria
3. Layout Map
4. Environmental Impacts
5. Land Requirements
6. Construction Problems
7. Cost Estimates
 1. Construction
 2. Non-Construction
 3. Annual Operation and Maintenance
 4. Present Worth
8. Advantages/Disadvantages
9. Short and Long Term

Schedule of Activities

Submit Proposal/ Statement of Qualifications:	May 1, 20__
Review Proposal/Statement of Qualifications:	May 5, 20__
Evaluation of Proposals and Short Listing of Firms:	May 8, 20__
Interview Short Listed Firms:	May 16, 20__
Select Firm:	May 22, 20__
Issue Notice of Award/Sign Contracts:	June 1, 20__

Evaluation Criteria

Proposal Evaluation criteria shall include:

1. Specialized experience or technical expertise of the organization and its personnel in connection with the scope of services to be provided and complexity of the project. _____ points
2. Past record of performance on contracts, including quality of work, timeliness and cost control. _____ points
3. Capacity of the organization to perform the work within time limitations, taking into consideration the current planned workload of the firm. _____ points
4. Familiarity of the organization with this type of project or problems applicable to the project. _____ points